



**UNIVERSITY OF NEW BRUNSWICK**  
**STUDENT UNION**

## **Clubs and Societies Policy**

**University of New Brunswick Student Union**

Enacted: May 1, 2015  
Revised: January 10, 2017  
Revised: February 17, 2019  
Revised: March 22, 2020

University of New Brunswick Student Union Incorporated  
**Clubs and Societies Policy**

**1. Mandate**

- 1.1 To outline the guidelines for the functioning of a student club or society in a clear and comprehensive manner.

**2. Definitions**

- 2.1. **“Constitution”** refers to document governing the structure and operations of a club or society;

**“Council”** refers to the Council as defined by Union Bylaw No. 1, section 16;

**“Cultural Group”** refers to any student group whose intention is to represent students from a particular culture;

**“Event Application Form”** refers to the form required by UNB’s Student Event Risk Management program for a student group seeking event approval through the UNB’s Student Event Review Committee;

**“Executive Officer”** refers to group members who have powers and duties assigned to them by the Constitution above and beyond ordinary members;

**“Faculty Group”** refers to any student group representing those students in a faculty of the University of New Brunswick;

**“Group”** refers to any club, society or other organization seeking ratified status, or to be recognized by the Union;

**“High Risk Events”** refers to events which are not classified as Low Risk Events per the UNB Fredericton Student Event Risk Management Policy;

**“Low Risk Events”** refers to events with this designation as per the UNB Fredericton Student Event Risk Management Policy;

**“Member”** refers to any individual falling within Union Bylaw 1, defined in sections 3 - 8;

**“Policy”** refers to this document;

**“Political Group”** refers to any student group whose purpose is to advance the ideologies and objectives of any political party at the provincial, national, or international levels;

**“Primary Event Organizer”** refers to the individual(s) as defined in the UNB Fredericton Student Event Risk Management Policy;

**“Student Event Review Committee”** refers to the group of individuals responsible for approving student events and outlined in the UNB Fredericton Student Event Risk Management Policy;

**“Ratified Status”** refers to the state of having been deemed eligible to receive funding and promotional support from the Union;

**“Recognized”** refers to the state of having been acknowledged as existing by, but possibly ineligible to receive funding and promotional support from, the Union;

**“Religious Group”** refers to any student group whose purpose is to advance the ideologies or objectives of any religion or spiritual organization;

**“Student Group”** refers to any group made up primarily of students enrolled at the University of New Brunswick Fredericton campus;

**“Special Interest Group”** refers to any student group not falling within the definition of Cultural Group, Faculty Group, Political Group, or Religious Group;

**“Sports Group”** refers to any student group whose intention is to facilitate participation in, and represent students interested in the pursuit, promotion,, or theory of a sport;

**“Union”** or **“UNBSU”** refers to the University of New Brunswick Student Union, Incorporated.

### **3. Club Ratification**

- 3.1. A Group shall achieve Ratified Status only following satisfaction of all

conditions and criteria within this part and a majority vote of the Council:

- 3.1.1. A report and recommendation of any new Group(s) seeking ratification will be given to the Council by the Vice President - Finance and Operations.
  - 3.1.2. Upon conclusion of this report the UNBSU Council has the opportunity to inquire about specifics of any Group, and if deemed necessary by the Council refuse the ratification of any Group.
  - 3.1.3. The Vice President Finance & Operations will be responsible for notifying the Group of any refusal to ratify, reasoning for the refusal, and potential steps required to become legitimately eligible for ratification.
- 3.2. Groups deemed by Council to duplicate the services or activities of existing Groups shall not be granted ratified status.
- 3.2.1. If a new Group is entering an area of interest where ratified Groups already exist (deemed by the Vice President Finance and Operations), then the Group up for ratification must also present a statement to council on how their Group is differentiated from other Groups.
- 3.3. Groups seeking ratified status shall provide a Constitution setting out the principles by which the Group shall function and the purposes and objectives of the Group. The following minimum standards shall be met:
- 3.3.1. The Group must be open to all members of the Union;
  - 3.3.2. Members of the Group may only have their membership in the Group revoked by a 2/3 majority vote of the Group's members.
  - 3.3.3. Executive Officers of the Group must be elected by the Group's members provided they hold voting rights.
    - 3.3.3.1. This standard can be waived for some Groups at the discretion of the Finance and Clubs & Societies Committee, as approved by Council.
  - 3.3.4. The duties and responsibilities of each Executive Officer must be stipulated in the constitution.

- 3.3.5. All Group members, including Executive Officers, must have equal voting rights.
- 3.3.6. Groups wishing to use electronic voting (ie: via e-mail) must declare their intention to allow such voting methods in the Group's Constitution.
- 3.3.7. Amendments to a group's Constitution must be passed by a 2/3 majority vote of the Group's membership at a meeting where 50%+1 of the Group's members are present.
- 3.3.8. If a Group establishes Executive Officer positions that represent only a portion of the Group's members, all members of that portion of the Group represented by that Executive Officer must have an equal vote in the election of that Executive Officer.
- 3.4. The following conditions must also be met:
  - 3.4.1. Each year a minimum of 50% of Group's Executive Officers must be Members of the Union.
  - 3.4.2. Amendments to a Group's constitution must be communicated to the Union and an updated copy of the Group's constitution must be provided to the Union.
  - 3.4.3. Each Group must identify a Primary Event Organizer from their Executive Officers to receive Primary Event Organizer Training as outlined by the UNB Fredericton Student Event Risk Management Policy.
  - 3.4.4. Any Group whose regular activities involve physical activity shall be required to solicit a physical activity waiver from each member of their Group, and supply these waivers to the Union.
- 3.5. Groups shall establish a fiscal year of May 1st to April 30th to maintain synchronicity with the fiscal year of the Union as set out in Union Bylaw 1 Section 82.
- 3.6. Groups shall acknowledge the authority of the Union to administer financial accounts related to any funding amount provided to the Group by the Union.
- 3.7. Groups shall acknowledge the authority of the Union to revoke the ratified status of any Group following a majority vote of the Council.

3.8. Upon achieving ratified status each Group so ratified shall be assigned, by Council, to one of the following classes of description:

3.8.1. Academic

3.8.2. Cultural Group

3.8.3. Special Interest Group

3.8.4. Sports Group

#### **4. Conference Ratification**

4.1. A Conference shall achieve Ratified Status only following satisfaction of all conditions and criteria within this part and a majority vote of the Council:

4.1.1. A report and recommendation of any new Conference(s) seeking ratification will be given to the Council by the Vice President Finance and Operations.

4.1.2. Upon conclusion of this report the Council has the opportunity to inquire about specifics of any Group, and if deemed necessary by the Council refuse the ratification of any Group.

4.1.3. The Vice President Finance & Operations, will be responsible for notifying the Group of any refusal to ratify, reasoning for the refusal, and potential steps required to become legitimately eligible for ratification.

4.2. Conferences deemed by the Council to be too similar in content or vision to existing Conferences ratified by the UNBSU shall not be granted Ratified Status.

4.3. Conferences seeking Ratified Status shall provide a Terms of References setting out, at a minimum, the following:

4.3.1. Timeline, funding, and logistics of the Conference;

4.3.2. the roles and responsibilities for each member of the Conference Executive Officers; and

4.3.3. the hiring process for the Executive Officers, which should adhere to the following practices:

4.3.3.1. positions must be open to all members of the Union;

4.3.3.2. all positions must be posted publicly and advertised for a minimum of one week;

4.3.3.3. there must be at least 2 individuals on the hiring committee;

4.3.3.4. detailed notes of the interviews must be kept for one month after the interview has been conducted;

4.3.3.5. appeals processes will be conducted by the UNB Student Union Appeals Board.

4.3.3.6. all written materials from interviews must be handed over to the Vice President Finance and Operations and the UNBSU Appeals Board upon request;

4.3.3.7. all hiring processes must align with the UNBSU Human Rights Policy;

4.3.3.8. this standard can be waived for some groups at the discretion of the Finance and Clubs & Societies Committee as approved by Council.

4.4. The following conditions must also be met:

4.4.1. Each year a minimum of 50% of Group's Executive Officers must be Members of the Union; and

4.4.2. amendments to a Group's constitution must be communicated to the Union and an updated copy of the Group's constitution must be provided to the Union.

4.4.3. Each Group must identify a Primary Event Organizer from their Executive Officers to receive Primary Event Organizer Training as outlined by the UNB Fredericton Student Event Risk Management Policy

4.4.4. Any Group whose regular activities involve physical activity shall

be required to solicit a physical activity waiver from each member of their Group, and supply these waivers to the Union.

- 4.5. Groups shall establish a fiscal year of May 1st to April 30th to maintain synchronicity with the fiscal year of the Union as set out in Union Bylaw 1 Section 82.
- 4.6. Groups shall acknowledge the authority of the Union to administer financial accounts related to any funding amount provided to the Group by the Union;
- 4.7. Groups shall acknowledge the authority of the Union to revoke the Ratified Status of any Group following a majority vote of the Council.
- 4.8. Upon achieving Ratified Status, each Group so ratified shall be assigned, by Council, to one of the following classes:
  - 4.8.1. Academic Group
  - 4.8.2. Cultural Group
  - 4.8.3. Special Interest Group
  - 4.8.4. Sports Group

## **5. Groups Eligible to be Recognized**

- 5.1. The following classes of Groups may be recognized, but not attain Ratified Status, by the Union:
  - 5.1.1. Political Groups;
  - 5.1.2. Religious Groups;
  - 5.1.3. Groups which are eligible to seek Ratified Status but fail to meet all of the requirements found in Section 3;
  - 5.1.4. Groups which are eligible to seek Ratified Status but choose to seek to be recognized instead;
  - 5.1.5. Any other group deemed by Council to be ineligible for ratification.



- 5.2. Groups seeking to be recognized will provide the following:
  - 5.2.1. A copy of the Group's current Constitution; and
  - 5.2.2. Contact information for the Group's Executive Officers.
- 5.3. A Group shall be recognized following satisfaction of all conditions and criteria within this part and a majority vote of Council.

## **6. Loss of Ratified Status**

- 6.1. Should a Group remain inactive for a period of two (2) fiscal years, as defined in section 3.5, then said Group's Ratified Status shall be revoked and said Group shall be ineligible for any support from the Union until such time as said Group is once again deemed to have achieved Ratified Status in accordance with this policy.
- 6.2. Under no circumstances shall any person utilize Union funds or receive reimbursement from the Union with respect to entertainment related purchases of alcoholic beverages or cannabis. To do so will result in the immediate loss of Ratified Status.
- 6.3. Violation by a Group with Ratified Status of any condition contained in Section 3 (for clubs and societies) or Section 4 (for Conferences) will result in immediate loss of Ratified Status.
- 6.4. Groups running any event without approval or any event that is not in accordance with the Event Application Form that was approved shall result in the potential loss of Ratified Status.
- 6.5. Upon loss of Ratified Status all support provided to the Group by the Union shall cease immediately, and any funding amounts originating from the Union, held by the Union in any account, shall be reclaimed by the Union.
- 6.6. Should the Union determine that a Group's hiring process was not conducted in alignment with the Human Resources Policy, said Group will be eligible for immediate loss of Ratified Status.